

## Reporting on the Web (Report Studio) with IBM Cognos 10

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### Course Summary

#### Description

This course introduces basic and intermediate reporting techniques with IBM Cognos® Report Studio. Basic topics include IBM Cognos Connection, designing simple queries, charts, grouping, filters, prompts, calculations and more. Intermediate topics include formatting, conditional formatting, multi-query reports, drill through reports and more. The course format includes lecture, instructor-led exercises and independent workshops.

#### Objectives

After taking this course, students will be able to:

#### Topics

- Overview of IBM Cognos 10
- Overview of IBM Cognos Connection Components
- Introduction to Report Studio
- Introduction to Crosstabs and Charts
- Introduction to Filters
- Parameters & Prompts
- Calculations
- Formatting
- Conditional Formatting
- Introduction to Mapping and Advanced Charting
- Complex Reports
- Saving and Scheduling Reports
- Summary

#### Audience

This class is designed for Report Authors/Developers and other users, who will create, maintain, and run reports in Report Studio.

#### Duration

Two Days

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### Course Outline

- I. **Overview of IBM Cognos 10**
  - A. Overview of IBM Cognos 10
  - B. Overview of Studios
  - C. New Studios and Features in IBM Cognos 10
- II. **Overview of IBM Cognos Connection Components**
  - A. IBM Cognos Connection Interface
  - B. Navigating in Cognos Connection
  - C. Running and Saving Reports and Report Views
  - D. Creating Folders
- III. **Introduction to Report Studio**
  - A. Definitions – Packages, Subjects, Measures, etc.
  - B. The Report Studio Interface
  - C. Templates
  - D. Create a List Report
  - E. Add and Remove Data
  - F. Changing Measure Aggregation Properties
  - G. Grouping and Associated Features
  - H. Set Rows per Page and Page Breaks
- IV. **Introduction to Crosstabs and Charts**
  - A. Crosstab Basics
  - B. Swap Rows and Columns
  - C. Create and Modify Charts
  - D. Display Crosstabs and Charts in the Same Report
- V. **Introduction to Filters**
  - A. Definitions
  - B. Model and Custom Filters
  - C. Creating, Editing and Removing Detail and Summary Filters
- VI. **Parameters & Prompts**
  - A. Definitions
  - B. Create Prompts and Prompt Pages
  - C. Multiple Prompts in a Single Report
  - D. Cascading Prompts
- VII. **Calculations**
  - A. Define Calculations
  - B. Subtotals
  - C. Query and Layout Calculations
  - D. Use Functions in Calculations
- VIII. **Formatting**
  - A. Fonts & Styles
  - B. Headers and Footers
  - C. Sections
  - D. Blocks, Tables and Graphics in Reports
  - E. Reuse Objects
- IX. **Conditional Formatting**
  - A. The Condition Explorer
  - B. Creating Boolean & String Conditional Formats
  - C.
- X. **Introduction to Mapping and Advanced Charting**
  - A. Introduction to Mapping
  - B. Microcharts in a Crosstab
- XI. **Complex Reports**
  - A. Multi-display Reports
  - B. Drill-Through Reports
  - C. Master-Detail Reports
  - D. Add a Spreadsheet to a Report
  - E. Condensed Reports
- XII. **Saving and Scheduling Reports**
  - A. Save and Export Reports
  - B. Using the Scheduler
  - C. My Activities and Schedules
- XIII. **Summary**
- XIV. **Appendix**
  - A. Create a Crosstab from a Cube